

13 JAN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (5-11 January 1983)

Classification Review Division

* The Department of Defense (DOD) requested that the Agency review a manuscript written by a group of active duty Army officers who presented background material relative to the General Westmoreland/CBS lawsuit. CRD reviewed the document and returned it to DOD with no objection to its release. CRD has since learned that DOD is considering withholding the material because of their desire to maintain a neutral stance in the matter and not because of any concerns relating to security.

* CRD has received over 3,000 pages of MACV and CIA documents from CBS with a request for a review to determine if the material might still be considered classified. CBS obtained the documents from Sam Adams, a former CIA analyst, who served as an adviser to CBS on the production of the TV program. A cursory examination by DO and DI representatives indicated that some of the documents would, indeed, still be classified. CRD will be the focal point for action on the project.

Five OSS documents (792 pages), five PRB documents (116 pages), 129 FRUS manuscripts (387 pages), four DOD documents (34 pages), one Department of State document (2 pages), and six miscellaneous documents (1,673 pages) were reviewed.

Records Management Division

The Office of SIGINT Operations (OSO) will provide the DS&T/RMD and RMD representatives with a briefing on 20 January concerning its proposed automated information management system. The briefing should provide details on how the system will operate, data on the possibility of interfacing into existing or proposed information systems, and the impact on the future staffing of MI positions in OSO.

An RMD officer met with the DS&T/RMD to discuss the draft DS&T Records Control Schedule. Improvements have been made in the DIRS (Document Information Retrieval System) software package to enable the system to create electronically an ARCINS File Review Worksheet-Form 4034A when retiring records to AARC. This GIM procedure will eliminate the need for manually recording the information on Form 4034A.

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UNCLASSIFIED
Except as Marked

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A member of the Office of Personnel (OP) requested assistance from the Records Systems Branch (RSB) in converting 15,000 cards, both type-written and handwritten, to machine readable form. An RSB representative suggested that use of the Kurzweil machine may provide a possible solution and further suggested that OP contact P&PD to explore this in more detail.

An RMD officer attended a meeting of the Association For Federal Information Resources Management where the Deputy Assistant Attorney General for Information Technology, Department of Justice, spoke on "Implementing IRM at the Department of Justice." It was learned that senior managers at the Department of Justice have developed a reorganization plan for the Department, thus underscoring management's interest in IRM.

The annual inventory of controlled NATO documents has been completed and the final report submitted to the Central U.S. Registry.

Returns from the first round of the Common-use Automated Registry (CARS) document control survey, sent to each of the Agency's registries via the Directorate RMOs in late November, are coming back slowly. As yet no returns have been received from the DA and it has been learned that the DCI area did not receive the initial mailing. However, all but three offices in the DS&T and DI have responded and there appears to be no great problems with the CARS menu.

Regulations Control Division

RCD completed 54 major actions on regulatory issuances during the past week. Issuances of general interest processed this week include a proposed handbook setting forth policy and procedures for accountability and handling

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C/RCD met with OGC/[REDACTED] to question the long delay in OGC obtaining an IRS decision regarding [REDACTED]

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C/RCD has asked for a resolution of this problem by 14 January 1983.

C/RCD met with DS&T staff representatives on 11 January 1983 to discuss the concern registered by the Office of SIGINT Operations on the proposed revision of [REDACTED] Assistance to Foreign Entities, initiated by the Office of Communications. DS&T comments were relayed by C/RCD to the SSA/OC.

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

CONFIDENTIAL

EXO/OIS: (12 Jan 1983)

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